



King County
MANAGER – ADMINISTRATIVE MATCH
(BUSINESS AND FINANCE OFFICE III)
PUBLIC HEALTH - SEATTLE & KING COUNTY
FINANCE AND ADMINISTRATIVE SERVICE/REVENUE MANAGEMENT
Annual Salary Range \$57,778 - \$73,237
Job Announcement No: 03RM3815
OPEN: 1/26/04 CLOSE: Open Until Filled

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Laura Federighi at (206) 296-4609 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 600, Seattle, Washington

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:00 a.m. – 5:00 p.m., but hours will vary depending on activities. Some weekend and evening hours may be required.

PRIMARY JOB FUNCTIONS INCLUDE: This career service position serves as manager, lead analyst and coordinator for funding received through the Medical Assistance Administration Administrative Match (Match) program and provides support to departmental contract monitoring. This position has four main areas of focus:

- (1) Oversight, coordination and compliance of the services provided by Public Health – Seattle & King County's MAA Match activities;
- (2) Technical consultation serving as the department's expert on the federal Administrative Match program requirements and how the program is administered in Washington State;
- (3) Revenue management assuring the Match invoicing and collection of revenue is maximized and allocated appropriately; and
- (4) Serving the department as part of the contracts monitoring team – assuring compliance with funding agency regulations, and assuring appropriate documentation is maintained.

This position is highly customer focused and requires excellent analytic and communication skills.

Typical duties include:

Oversee, facilitate, coordinate and analyze expenditures for eligibility. Assure compliance with program rules. Generate the program's quarterly invoice and revenue allocations; prepare reports, monitor financial status of revenue. Review, monitor, advise and coordinate collection of relevant program data. Provide training to project managers and time study participants as needed on activities and allowable expenses.

Serve as the technical expert to the department regarding assigned revenue. Assist with project development, assuring alignment with strategic and business plans, and assisting with development of project budgets, justification, performance indicators and program performance evaluation processes for programs within

assigned revenue. Review and analyze project proposals or changes in current projects to determine impact on assigned revenue.

Monitor subcontractors, assuring completion of scope of work as defined in contracts and that reporting requirements are met, appropriate documentation is maintained, and costs claimed are allowable. Serve as part of the department's contract monitoring team.

QUALIFICATIONS:

- Demonstrated competence in researching, gathering data, electronic information retrieval, and interpreting information and its application in a public health setting.
- Demonstrated competence in interpreting highly technical/complex information and translating it to non-technical user.
- Demonstrated competence reviewing, analyzing, and interpreting federal, state policy and providing guidance and recommendations to executive level management.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision-making.
- Demonstrated successful experience utilizing analytical and problem-solving skills
- Demonstrated competence in preparing briefing papers to be used by executive level management
- Demonstrated skills in developing revenue projections/forecasts
- Demonstrated skills in monitoring expenditures and revenues
- Demonstrated skills in financial analysis, budgeting, auditing and internal control techniques and principles
- Demonstrated skills in assuring compliance with complex rules and regulations
- Demonstrated successful experience working effectively with diverse groups and individuals
- Demonstrated successful experience organizing, prioritizing multiple work assignments, meeting deadlines and exercising adaptability to changing priorities while maintaining a positive and professional approach.
- Demonstrated successful experience working effectively as part of a team.
- Demonstrated competence in the use of spreadsheet, database, and word-processing software including the ability to prepare charts, tables and graphs.
- Ability to communicate effectively orally and in writing to develop and prepare training materials and reports
- Ability to make presentations
- Demonstrated experience exercising independent judgment and initiative.

DESIRED QUALIFICATIONS:

- Experience with the Medical Assistance Administration Administrative Match program is preferred, but not required.
- Work experience in a public health or health care setting is preferred.
- Experience providing training to adults is preferred.
- Certified Public Accountant is desired.
- Intermediate to advanced skills using Excel and Access software is preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Successful passing of skills test for Excel is required.
- All application materials will be used to assess written communication skills.

UNION MEMBERSHIP: This position is non-represented.

CLASS CODE: 8163 SEQUENCE NUMBER: 80-8163-0183